

13 January 1949

Miss Katherine M. White
Secretary to Mr. Correa
Cahill, Gordon, Zachry & Reindel
63 Wall Street
New York 5, New York

Dear Miss White:

Enclosed please find copy of Mr. Correa's travel voucher for the period 21-23 November, with statement of deductions attached. Perhaps I should call to your attention the book of transportation requests sent Mr. Correa with Mr. Blum's memorandum to him of 2 April 1948. Since Mr. Correa has been issued this book of requests for use in purchasing his tickets, he cannot be reimbursed for any transportation above coach fare; nor will he be reimbursed for the federal tax involved. So it would afford him quite a saving to use the Government requests for transportation.

You inquired as to how per diem is figured. It is figured on the basis of quarters of a day, 12:00 midnight to 6:00 a.m. being the first quarter; the others, 6:00 a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., and 6:00 p.m. to 12:00 midnight--making the full day. When travel extends beyond twenty-four hours, any travel extending into another quarter, either at the beginning or the close of the period, is considered one-quarter of a day. For instance, if the travel begins at 3:00 a.m. on Wednesday and ends at 7:00 a.m. on Thursday, the traveller would be paid for one and one-half days (the three hours from 3:00 a.m. to 6:00 a.m. on Wednesday is considered one quarter of a day and the one hour from 6:00 a.m. to 7:00 a.m. on Thursday is considered another quarter of a day; these quarters added to those between 6:00 a.m. Wednesday and 6:00 a.m. Thursday amount to six quarters or one and one-half day). However, if the travel is less than twenty-four hours, the number of hours are added together and the traveller is paid for the approximate time this amounts to. For instance, if the travel started at 9:00 a.m. and ended at 4:00 p.m. in the afternoon of the same day, the traveller would be paid for one-half day, since the number of hours amount to seven and this would be in excess of one quarter. If the number of hours had been only six, the traveller would be paid for only one quarter of a day. I hope this doesn't confuse you, but it is rather difficult to explain.

With reference to the telephone calls referred to in my letter of 4 August and your letter of 23 September, if Mr. Correa does not wish to bother to supply the information, could you have him sign a statement to that effect and send it to me. That will relieve our hearing further from the finance office regarding them.

We have received your letter of January 11, enclosing time and attendance and travel and per diem reports for the month of December. They are being submitted immediately to the finance office for payment.

Sincerely,

Orine Cypert

Orine Cypert

P. S. While Mr. Correa was in Washington during the week before Christmas, he was given personally a couple of checks, one for \$118.74, covering time and attendance from 1 September 1948 through 28 November 1948, and another check for \$29.98, covering his travel expenses for 21-23 November 1948 (copy of voucher attached).

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VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
OF EXPENSES INCIDENT TO OFFICIAL TRAVEL

Bu. Vo. o.

NSC - 5538

U. S.

National Security Council

(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To

Mr. Mathias F. Correa

Address

Washington, D. C.

(Official duty station)

(Residence (For use of Postal Service only))

PAID BY

(For use of paying office)

For PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from 19 23 to 23 November 45, 19 45, as per itemized statement within, under authority No. NSC-27-47 dated 23 November 45, 19 45, copy of which is attached,* or has been previously furnished with Voucher No. _____, paid _____, 19____, by _____ (Name of disbursing officer)

AMOUNT CLAIMED

| FOR— | DOLLARS | CENTS |
|-------------|---------|-------|
| Subsistence | 16 | 50 |
| Other | 15 | 30 |
| Travel | 34 | 00 |
| TOTAL | | |

(Payee must not use this space)

| | | | |
|--------------------------|-----------|----|----|
| Differences | See Audit | 2 | 02 |
| Differences | Statement | | |
| attached | | | |
| Amount verified; correct | | | |
| for | | 29 | 98 |
| (Signature or initials) | % | | |

Consultant

MEMORANDUM

app: James S. Lay

NSC - 5538

DEC 17 1945

Furnished to the office

Handwritten Copy

The next previous voucher paid under the same travel authority was: D. O. Vou. No. _____, paid _____ (Date)

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

| APPROPRIATION, LIMITATION, OR PROJECT SYMBOL | APPROPRIATION TITLE | | | | LIMIT'N OR PROJ'T (Amount) | APPROPRIATION (Amount) |
|--|---------------------------------|------------------------|--------------|--------|----------------------------|------------------------|
| 1195200.001 | Salaries & Expenses | | | | 29.98 | 29.98 |
| | National Security Council, 1949 | | | | | |
| ALLOTMENT SYMBOL | AMOUNT | OBLIGATIONS LIQUIDATED | COST ACCOUNT | | OBJECTIVE CLASSIFICATION | |
| | | | SYMBOL | AMOUNT | SYMBOL | AMOUNT |
| 109 | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Paid by Check No. _____, dated _____, 19____, for \$_____ {on Treasurer of the United States in favor of payee named above.

MEMORANDUM

NSC - 964-49

**USE SINGLE SPACE IF
ITEMS ARE NUMEROUS**

| DATE 19__ | CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained) | SUB- VOU. INo. | AMOUNT CLAIMED | |
|--|---|----------------------|----------------|-------|
| | | | SUBSISTENCE† | OTHER |
| 21 Nov | Lv N.Y.. N.Y. at 9:30 am via Pa RR | | | |
| " | Arr Washington, D. C. 1:16 pm | | | |
| 23 Nov | Lv Washington, D. C. 4:00 pm via Pa RR | | | |
| " | Arr N.Y.. N.Y. 7:36 pm | | | |
| | PKR LIEN: 2 3/4 days At 6.00 | | 16 50 | |
| TOTALS (to be carried forward to continuation sheet, if necessary) | | | 16 50 | |

STATEMENT OF TRAVEL

[illegible]

TOTAL MILEAGE COMPUTATIONS (to be carried forward to continuation sheet, if necessary)

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CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

ADMINISTRATIVE AUDIT DIFFERENCE STATEMENT

Payee Mathias F. Correa Vo. No. NSC-5538 Period 21 November - 23 November 1948

Amount claimed _____ \$ 32.00

Amount approved _____ 29.98

Difference _____ 2.02

Transportation claimed:

Round-trip coach fare from New York, New York
to Washington, D. C. plus tax. 15.50

Transportation allowed:

Round-trip coach fare from New York, New York
to Washington, D. C. 13.48

2.02

In absence of statement why traveler did not use U. S. Government
Transportation Request, Federal tax is suspended.

ADVISORY:

Since traveler has been issued a book of Transportation Requests,
they should be used, when practicable, to obtain all official
transportation, in order to avoid payment of Federal transportation
tax by traveler.

*T.R.'s must be used to procure
transportation any time that cost equals or
exceeds \$1.00*



Authorized Certifying Officer

STAT

ANY RECLAIM MUST BE ACCOMPANIED BY A COPY OF THIS STATEMENT

| | | |
|---|---|---|
| FORM NO. 34-4 Approved For Release 2003/05/27 : CIA-RDP86B00269R000500050077-7 APR 1948 | | NUMBER NSC-481-49 DATE 20 November 1948 |
| TRAVEL ORDER | | |
| NAME Mathias F. Correa | TITLE Intermittent Consultant | |
| OFFICE OR BRANCH National Security Council | OFFICIAL STATION - Washington, D. C. Place of business - New York, N. Y. | |
| You are hereby authorized to travel and incur necessary expenses in accordance with Standardized Government Travel Regulations and applicable provisions of Public Law 400-70th Congress and regulations issued thereunder , subject to the following limitations: | | |
| ITINERARY: New York, N. Y. to Washington, D. C. and return as often as may be necessary. | | |
| PURPOSE: Official business - YDU | | |
| Date effective, or as soon thereafter as practicable: 1 December 1948 | Terminating approximately: 31 December 1948 | |
| MODE OF TRAVEL AUTHORIZED AS CHECKED BELOW: | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Common Carrier <input checked="" type="checkbox"/> Airplane <input type="checkbox"/> Vessel <input type="checkbox"/> Privately Owned Automobile </div> <div style="width: 45%;"> <input type="checkbox"/> Government Transportation <input type="checkbox"/> Airplane <input type="checkbox"/> Vessel <input type="checkbox"/> Motor Vehicle </div> </div> | | |
| *ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE AS FOLLOWS: | | |
| <input type="checkbox"/> (a) _____ cents per mile not to exceed cost by common carrier. <input type="checkbox"/> (b) _____ cents per mile, as being more advantageous to the Government. | | |
| <input type="checkbox"/> The change of official station indicated is effected in the interest of the Government and not for your personal convenience. <input type="checkbox"/> In connection with change of station, you are authorized to transport your immediate family and your household goods and personal effects, subject to weight limits, restrictions and provisions of PL 600 and Executive Order 9805. <input type="checkbox"/> Travel to first post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600. <input type="checkbox"/> Return from post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600. | | |
| SPECIAL AUTHORITY: | | |
| PER DIEM AUTHORIZED: Per diem allowance: \$6.00 (while employed on an intermittent basis). | | |
| <input type="checkbox"/> Security Clearance approved; <input type="checkbox"/> Physical examination completed; immunization to be completed approx. _____ | | |
| APPROPRIATION LIMITATION 1195200.001 Salaries & Expenses, NSC, 1949 | | SIGNATURE <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> |
| ALLOTMENT ACCOUNT SYMBOL 100-0211 | | Chief, Fiscal Division |

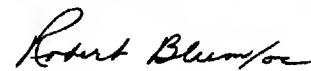
8 December 1948

Mr. Mathias F. Correa
Cahill, Gordon, Zachary and Reindel
63 Wall Street
New York, New York

Dear Mat:

Enclosed please find copy of your travel
order for the month of December.

Sincerely yours,



Robert Blum

Enclosure
Travel Order